ACQUISITION CLOSING PROCESS: State Agency Properties

STEP 5. Project Closeout STEP 2. SPO Review STEP 3. Submit STEP 4. Close **STEP 1**. Prepare Average Time: 2-3 months **SPO STAFF** -**GRANT RECIPIENT GRANT RECIPIENT GRANT RECIPIENT GRANT RECIPIENT APPRAISAL Action Items Action Items**: Close on **Action Item**: Submit Upload documents documents through **Action Item Action Item:** Complete property through Formsite: appraisal review Formsite Prepare documents Transfer property to Council of State Final Report Contact Output: Appraisal **Approval** Deed to State Your Grant Administrator Review report to CWMTF Title Review OR **Final Settlement Settlement Statement** Survey Transfer funds to closing **SPO STAFF -START HERE Appraisal Review** attorney chosen by SPO Progress Report ☐ Schedule a conference Contact: SPO Agent call with State Property Office and CWMTF to **Action Item**: Complete establish closing tasks **GRANT RECIPIENT** review process **CWMTF Grant** and schedule. Administrator **Action Items**: submit Output: documents needed to close: Action Item: Review post-☐ Use FORMSITE ☐ Use GMS closing documents; to submit appraisal(s) Council of State unencumber remaining Attach Approval funds invoices/check Title Review requests from SPO Output: Close-out memo Survey **CWMTF** Grant Administrator **Action Items:** Final review and approval September 2019